



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR

21 November 2000

MEMORANDUM FOR ALL FORSCOM DOCS

SUBJECT: Contracting Information Letter (CIL) 01-05

1. This CIL contains information on the following subjects:
 - a. Chief of Staff of the Army (CSA) Weekly Summary submissions guidance;
 - b. U.S. Army Forces Command (FORSCOM) Contracting Awards Program revision;
 - c. Secretary of the Army Excellence in Contracting Awards program; and,
 - d. Other award recognition programs information.
2. Chief of Staff of the Army (CSA) Weekly Summary Submissions Guidance. The Office of the Assistant Secretary of the Army (Acquisition, Logistics, and Technology) (ASA(ALT)) requests input to the Chief of Staff, Army (CSA) Weekly Summary on approximately a quarterly basis. These inputs are "good news" stories. Several FORSCOM installations have submitted inputs in the past. Since these inputs receive such high visibility the FORSCOM Deputy Chief of Staff, Logistics (DCSLOG) has requested we route any future submissions through the DCSLOG. Provided are the next several Principal Assistant Responsible for Contracting (PARC) CSA weekly summary submission suspense dates: 20NOV00, 06MAR01, and 05JUN01. When submitting this input to the PARC request the DOC provide it via e-mail. The PARC Point Of Contact (POC) is Mr. Steve Jaren, DSN 3670-6276; e-mail: steven.jaren@forscom.army.mil.
3. FORSCOM Contracting Awards Program. Replace Memorandum AFLG-PR, dated 09 April 1999, SAB, in its entirety with enclosure 1. The FORSCOM Contracting Awards Program memorandum has been revised. Several new award program categories have been added. As before, the memorandum provides guidance, specific award information and selection criteria for nominating candidates for various FORSCOM-sponsored awards. For additional information, please contact Mr. Steve Jaren, DSN 367-6276; e-mail: steven.jaren@forscom.army.mil. Nomination submissions are due to the FORSCOM PARC office no later than 05 JAN 01.

AFLG-PR

SUBJECT: Contracting Information Letter (CIL) 01-05

4. Secretary of the Army Excellence in Contracting Awards program. The Deputy Assistant Secretary of the Army (Procurement) (DASA(P)) is requesting nominations for the Fiscal Year 2000 "Secretary of the Army Awards for Excellence" program. Enclosure 2 provides the criteria and procedures for submitting nominations for the various awards. The nomination process has been fully automated. Please follow the following instructions:

a. Access the ASA (ALT) web site at <http://acqnet.sarda.army.mil>. Click on the professional development icon, then click on the Secretary of the Army Awards for Excellence icon. On the left-hand side of this page click on the "Log-In" link.

b. Next, as a first-time user, follow the steps to obtain a password. Before the using the site an e-mail message from ASA (ALT) providing you your User-ID, Password and Activation code must be obtained. Once this information is received then the DOC can use the site.

c. Before a DOC starts to submit nomination(s) please become familiar with the tutorial. These can be accessed on the same page where the DOC logs in. It contains a lot of helpful information.

d. Once a submission is completed the FORSCOM PARC will review the nomination package. There is no need to submit a separate package to the PARC for the Secretary of the Army awards. The PARC will access the ASA (ALT) web site and review the nomination on line. If the DOC plans to submit the same nomination for one of the FORSCOM contracting awards then the DOC will need to submit a separate package to the PARC office. It may also be submitted in an automated format.

e. Nomination submissions are due no later than 05 JAN 01.

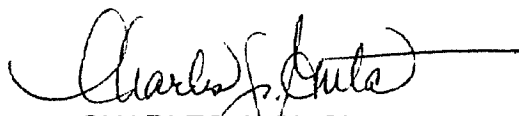
If technical problems are encountered accessing the ASA (ALT) web site, please contact Ms. Diann Clark, ASA (ALT), DSN 664-7468. For all other questions (i.e., nomination package documentation) please contact Mr. Steve Jaren, DSN 367-6276; e-mail: steven.jaren@forscom.army.mil.

AFLG-PR

SUBJECT: Contracting Information Letter (CIL) 01-05

5. Other award recognition programs information. In addition to the award programs addressed in the above paragraphs 3 and 4, there are other award/recognition programs which acquisition personnel may wish to consider. A sampling of these awards is provided in enclosure 3. This information was obtained from the "Deskbook" web site. This information can be accessed at <http://www.deskbook.osd.mil>. Click on the Deskbook Web Edition link, then click on the Awards link. When this page opens a wide variety of award programs can be accessed. For additional information, please contact Mr. Steve Jaren, DSN 367-6276; e-mail: steven.jaren@forscom.army.mil.

3 Encls
as



CHARLES J. GUTA
Colonel, AC
Chief, Contracting Division, DCSLOG
Principal Assistant Responsible
for Contracting



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR

21 November 2000

MEMORANDUM FOR HQ FORSCOM DCSLOG Contracting Division
ATTN: AFLG-PR
Directorates of Contracting

SUBJECT: U.S. Army Forces Command (FORSCOM) Contracting Awards Program

1. PURPOSE: This Memorandum replaces Memorandum, AFLG-PR, dated 09APR99, SAB (it was enclosure 3 to Contracting Information Letter (CIL) Number 99-21), in its entirety. In addition, this memorandum provides guidance and criteria for nominating candidates for various FORSCOM-sponsored awards programs for excellence in contracting. These awards are presented in recognition of achievements directly affecting the contracting mission in U.S. Army Forces Command (FORSCOM). The awards are as follows (these are annual awards unless otherwise noted):

Head of the Contracting Activity (HCA) Civilian Contracting Professional of the Year

HCA Military Contracting Professional of the Year – Officer

HCA Military Contracting Professional of the Year – Non-Commissioned Officer

HCA Special Recognition for Contracting Innovation Award

FORSCOM Installation Contracting Excellence Award

FORSCOM Privatization Excellence Award

Principal Assistant Responsible for Contracting (PARC) Individual Acquisition Reform Excellence Award

PARC Team Acquisition Reform Excellence Award

PARC Civilian Contracting Officer Excellence Award

PARC Military Contracting Officer Excellence Award

PARC Partnering Award

PARC Acquisition Automation Excellence Award

PARC Benchmark Award

PARC Contractor Excellence Award

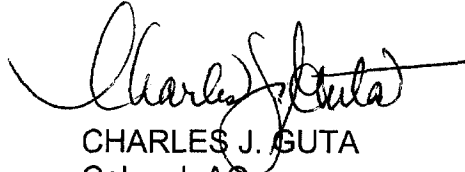
PARC Procurement Analyst of the Year

PARC Peer Award (presented throughout the year)

PARC Achievement Award (presented throughout the year)

FORSCOM Contracting Awards Program

2. Specific award information and selection criteria are provided at Enclosure 1.
3. Point of contact is Mr. Steven C. Jaren, DSN 367-7267, or email steven.jaren@forscom.army.mil.

A handwritten signature in black ink, appearing to read "Charles J. Guta", with a long horizontal flourish extending to the right.

CHARLES J. GUTA
Colonel, AC
Chief, Contracting Division, DCSLOG
Principal Assistant Responsible
for Contracting

FORSCOM Contracting Awards Program

Head of the Contracting Activity (HCA) Civilian Contracting Professional of the Year

Purpose: This award recognizes a civilian contracting person who demonstrates the highest degree of professionalism in the contracting field.

Approval Level: HCA, Commander, U.S. Army Forces Command (FORSCOM).

Frequency: Annual. The date for submission of the nomination will be established in a Contracting Information Letter (CIL) each fiscal year.

Criteria: The criteria will be established annually by the Department of the Army in its Secretary of the Army Excellence in Contracting Awards program. To access this information go to the Assistant Secretary of the Army (Acquisition, Logistics, and Technology) (ASA (ALT)) web site at <http://acqnet.sarda.army.mil>. Click on the professional development icon, then click on the Secretary of the Army Awards for Excellence icon. Use the criteria listed under the "Types of Awards" for the nomination package.

Submission Procedure: ASA (ALT) nomination packages will automatically be considered. A separate nomination package shall not be submitted to the FORSCOM PARC office. If a nominee is not an ASA (ALT) nomination, then a separate nomination package will need to be submitted to the PARC office.

Number of Awards: One award per installation may be awarded to a civilian employee.

POC: Steven C. Jaren, DSN 367-6276; e-mail steven.jaren@forscom.army.mil.

FORSCOM Contracting Awards Program

HCA Military Contracting Professional of the Year - Officer

Purpose: This award recognizes a military officer involved in contracting who demonstrates the highest degree of professionalism in the contracting field.

Approval Level: HCA, Commander, U.S. Army Forces Command.

Frequency: Annual. The date for submission of nominations will be established in a CIL each fiscal year.

Criteria: The criteria will be established annually by the Department of the Army in its Secretary of the Army Excellence in Contracting Awards program. To access this information go to the ASA (ALT) web site at <http://acqnet.sarda.army.mil>. Click on the professional development icon, then click on the Secretary of the Army Awards for Excellence icon. Use the criteria listed under the "Types of Awards" for the nomination package.

Submission Procedure: ASA (ALT) nomination packages will automatically be considered. A separate nomination package shall not be submitted to the FORSCOM PARC office. If a nominee is not an ASA (ALT) nomination, then a separate nomination package will need to be submitted to the PARC office.

Number of Awards: One award per installation may be awarded to a military officer.

POC: Steven C. Jaren, DSN 367-6276; e-mail steven.jaren@forscom.army.mil.

FORSCOM Contracting Awards Program

HCA Military Contracting Professional of the Year – Non-Commissioned Officer (NCO)

Purpose: This award recognizes a NCO involved in contracting who demonstrates the highest degree of professionalism in the contracting field.

Approval Level: HCA, Commander, U.S. Army Forces Command.

Frequency: Annual. The date for submission of nominations will be established in a CIL each fiscal year.

Criteria: The criteria will be established annually by the Department of the Army in its Secretary of the Army Excellence in Contracting Awards program. To access this information go to the Assistant Secretary of the ASA (ALT) web site at <http://acqnet.sarda.army.mil>. Click on the professional development icon, then click on the Secretary of the Army Awards for Excellence icon. Use the criteria listed under the "Types of Awards" for the nomination package.

Submission Procedure: ASA (ALT) nomination packages will automatically be considered. A separate nomination package shall not be submitted to the FORSCOM PARC office. If a nominee is not an ASA (ALT) nomination, then a separate nomination package will need to be submitted to the PARC office.

Number of Awards: One award per installation may be awarded to a military NCO.

POC: Steven C. Jaren, DSN 367-6276; e-mail steven.jaren@forscom.army.mil.

FORSCOM Contracting Awards Program

HCA Special Recognition for Contracting Innovation Award

Purpose: This award recognizes an individual (civilian or military) or organizational unit who demonstrates innovative approaches in the contracting field. Some recent examples include: Performance Based Service Acquisition (PBSA) and reverse auctions.

Approval Level: HCA, Commander, U.S. Army Forces Command.

Frequency: Annual. The date for submission of nominations will be established in a CIL each fiscal year.

Criteria: The criteria will be established annually by the Department of the Army in its Secretary of the Army Excellence in Contracting Awards program. To access this information go to the ASA (ALT) web site at <http://acqnet.sarda.army.mil>. Click on the professional development icon, then click on the Secretary of the Army Awards for Excellence icon. Use the criteria listed under the "Types of Awards" for the nomination package.

Any nomination submitted in any ASA (ALT) category demonstrating innovation and proactive implementation of change benefiting FORSCOM contracting and its customers may be considered for this award.

Submission Procedure: ASA (ALT) nomination packages will automatically be considered. A separate nomination package shall not be submitted to the FORSCOM PARC office. If a nominee is not an ASA (ALT) nomination, then a separate nomination package will need to be submitted to the PARC office.

Number of Awards: One award per installation may be awarded to an individual, team, or contracting office demonstrating leadership in innovation.

POC: Steven C. Jaren, DSN 367-6276; e-mail steven.jaren@forscom.army.mil.

FORSCOM Contracting Awards Program

FORSCOM Installation Contracting Excellence Award

Purpose: This award recognizes a FORSCOM DOC that demonstrates success in mission accomplishment, regionalization implementation, or innovative contracting implementation.

Approval Level: HCA, Commander, U.S. Army Forces Command.

Frequency: Annual. The date for submission of nominations will be established in a CIL each fiscal year.

Criteria/Submission Procedure: Nominations may be submitted in one of two ways:

(1) A nomination submitted for the Secretary of the Army Awards for Excellence in Contracting program in either the Center or Satellite category will be automatically considered for FORSCOM Installation Contracting Excellence Award. To access this information go to the ASA (ALT) web site at <http://acqnet.sarda.army.mil>.

(2) An individual award nomination for the Installation Contracting Excellence Award may be submitted (when a separate Secretary of the Army Awards for Excellence in Contracting nomination has not been submitted), using the following criteria:

- (a) Excellence in mission accomplishment, including
 - Customer satisfaction
 - Customer education and
 - Timely acquisition support to customers
- (b) Success in implementing the contract regionalization concept
 - Identification of procurements for regionalization action
 - Reengineering procurements to achieve maximum economies of scale and efficiencies
 - Use of negotiated and best-value procedures in regionalized contracts,
- (c) Innovation in contracting
 - Lead time reduction (from initiation when the customer identifies the need, to completion)
 - Use of new techniques or procedures
 - Notable Achievement in the focus areas issued by Assistant Secretary of the Army (Acquisition, Logistics, and Technology) annually
- (d) Achievement in strategic planning and use of metrics to measure success, or
- (e) Contracting work force career development

Number of Awards: One award per installation may be awarded.

POC: Steven C. Jaren, DSN 367-6276; e-mail steven.jaren@forscom.army.mil.

FORSCOM Contracting Awards Program

PARC Individual Acquisition Reform Excellence Award:

Purpose: This award is for extraordinary contracting achievement by an individual either in implementing an acquisition reform initiative, or in developing a new acquisition reform initiative.

Approval Level: Principal Assistant Responsible for Contracting (PARC), U.S. Army Forces Command.

Frequency: Annual. The date for submission of nominations will be established in a CIL each fiscal year.

Criteria/Submission Procedure: Nominations may be submitted in one of two ways:

(1) A nomination submitted for the Secretary of the Army Awards for Excellence in Contracting program in any individual category will be automatically considered for the PARC Individual Acquisition Reform Excellence Award. To access this information go to the ASA (ALT) web site at <http://acqnet.sarda.army.mil>; or,

(2) An individual award nomination for the PARC Individual Acquisition Reform Excellence Award may be submitted (when a separate Secretary of the Army award nomination has not been submitted), using the following criteria:

- (a) Excellence in mission accomplishment through Acquisition Reform, including
 - Customer satisfaction
 - Customer education and/or
 - Timely acquisition support to customers, or
- (b) Innovation in contracting (one or more of the following)
 - Lead time reduction (from initiation when customer identified need to completion)
 - Use of new techniques or procedures
 - Notable achievement in the focus areas issued by ASA(ALT) annually

Nominations must cite the nature and significance of the contribution

Number of Awards: One award per installation may be awarded.

POC: Steven C. Jaren, DSN 367-6276; e-mail steven.jaren@forscom.army.mil

FORSCOM Contracting Awards Program

PARC Team Acquisition Reform Excellence Award

Purpose: This award is for extraordinary contracting achievement by a group. Nominations must cite the nature and significance of the contribution.

Approval Level: Principal Assistant Responsible for Contracting (PARC), U.S. Army Forces Command.

Frequency: Annual. The date for submission of nominations will be established in a CIL each fiscal year.

Criteria/Submission Procedure: Nominations may be submitted in one of two ways:

(1) A nomination submitted for the Secretary of the Army Awards for Excellence in Contracting program in any team or office category will be automatically considered for the PARC Team Acquisition Reform Excellence Award. To access this information go to the ASA (ALT) web site at <http://acqnet.sarda.army.mil>; or,

(2) A team award nomination for the PARC Team Acquisition Reform Excellence Award may be submitted (when a separate Secretary of the Army award nomination has not been submitted), using the following criteria:

- (a) Demonstrate excellence in contracting
- (b) Identify specific achievement results in terms of money or time saved, and/or extraordinary support to the customer
- (c) The extent to which the nominee has embraced change (innovation), or
- (d) Significance of achievements to the local command.

Number of Awards: One award per installation may be awarded.

POC: Steven C. Jaren, DSN 367-6276; e-mail steven.jaren@forscom.army.mil

FORSCOM Contracting Awards Program

PARC Civilian Contracting Officer Excellence Award

Purpose: This award recognizes a contracting officer (civilian) who demonstrates the highest degree of professionalism in the contracting field.

Approval Level: HCA, Commander, U.S. Army Forces Command.

Frequency: Annual. The date for submission of nominations will be established in a CIL each fiscal year.

Criteria: A nomination submitted in the civilian contracting officer category for the Secretary of the Army Awards for Excellence in Contracting program will be automatically considered for PARC Contracting Officer Excellence Awards (civilian only). To access this information go to the ASA (ALT) web site at <http://acqnet.sarda.army.mil>. Click on the professional development icon, then click on the Secretary of the Army Awards for Excellence icon. Use the criteria listed under the "Types of Awards" for the nomination package.

Submission Procedure: ASA (ALT) nomination packages will automatically be considered. A separate nomination package shall not be submitted to the FORSCOM PARC office. If a nominee is not an ASA (ALT) nomination, then a separate nomination package will need to be submitted to the PARC office.

Number of Awards: One award per installation may be awarded.

POC: Steven C. Jaren, DSN 367-6276; e-mail steven.jaren@forscom.army.mil

FORSCOM Contracting Awards Program

PARC Military Contracting Officer Excellence Award

Purpose: This award recognizes a contracting officer (military officer or NCO) who demonstrates the highest degree of professionalism in the contracting field.

Approval Level: HCA, Commander, U.S. Army Forces Command.

Frequency: Annual. The date for submission of nominations will be established in a CIL each fiscal year.

Criteria: A nomination submitted in the contracting officer category for the Secretary of the Army Awards for Excellence in Contracting program will be automatically considered for PARC Military Contracting Officer Excellence Award. To access this information go to the ASA (ALT) web site at <http://acqnet.sarda.army.mil>. Click on the professional development icon, then click on the Secretary of the Army Awards for Excellence icon. Use the criteria listed under the "Types of Awards" for the nomination package.

Submission Procedure: ASA (ALT) nomination packages will automatically be considered. A separate nomination package shall not be submitted to the FORSCOM PARC office. If a nominee is not an ASA (ALT) nomination, then a separate nomination package will need to be submitted to the PARC office.

Number of Awards: One award per installation may be awarded.

POC: Steven C. Jaren, DSN 367-6276; e-mail steven.jaren@forscom.army.mil

FORSCOM Contracting Awards Program

FORSCOM Strategic Sourcing Excellence Award

Purpose: This award recognizes an installation that demonstrates success in mission accomplishment of the Commercial Activities (CA) Study program.

Approval Level: HCA, Commander, U.S. Army Forces Command.

Frequency: Annual. The date for submission of nominations will be established in a CIL each fiscal year.

Criteria: Criteria is as follows:

- (a) Excellence in commercial activity study accomplishment, including
 - Customer satisfaction (please include evidence of satisfaction by such methods as narrative provided by the DOC's customers, or letters of appreciation)
 - Customer education
 - Timely acquisition support to customers
- (b) Success in implementing the Commercial Activities Study program
 - Identification of roadblocks and developing innovative approaches to overcome these roadblocks
 - Developing methods to achieve maximum economies of scale and efficiencies, or
- (c) Innovation in contracting
 - Lead time reduction (from initiation when the customer identifies the need, to completion)
 - Use of new techniques or procedures

Submission Procedure: A nomination package shall be submitted to the FORSCOM PARC office.

Number of Awards: A single award may be awarded.

POC: Steven C. Jaren, DSN 367-6276; e-mail steven.jaren@forscom.army.mil.

FORSCOM Contracting Awards Program

PARC Partnering Award

Purpose: This award recognizes a contracting directorate that demonstrates success in partnering with either an internal (i.e., another installation directorate), or an external customer (i.e., another government agency or a contractor).

Approval Level: HCA, Commander, U.S. Army Forces Command.

Frequency: Annual. The date for submission of nominations will be established in a CIL each fiscal year.

Criteria: Criteria are as follows:

- (a) Excellence in partnering, including
 - Customer satisfaction
 - Customer education and
 - Timely acquisition support to customers
- (b) Success in implementing partnering
 - Identification of roadblocks and developing methods to remove these roadblocks
 - Demonstrated team-working initiatives

Nominees do not necessarily need to be the same as the ASA (ALT) nomination.

 - Fostering open lines of communication
- (c) Innovation in partnering
 - Reduced acquisition costs and improved lead time reduction (from initiation when the customer identifies the need, to completion)
 - Use of new techniques or procedures, such as Alternate Dispute Resolution (ADR)
 - Reducing disputes and claims, or
- (d) Achievement in partners participating strategic planning and use of metrics to measure success

Submission Procedure: A separate nomination package shall be submitted to the FORSCOM PARC office.

Number of Awards: One award per installation may be awarded.

POC: Steven C. Jaren, DSN 367-6276; e-mail steven.jaren@forscom.army.mil.

FORSCOM Contracting Awards Program

PARC Acquisition Automation Excellence Award

Purpose: This award recognizes an installation that demonstrates excellence in implementing current acquisition automation policies.

Approval Level: PARC, U.S. Army Forces Command.

Frequency: Annual. The date for submission of nominations will be established in a CIL each fiscal year.

Criteria: Criteria are as follows:

- (a) Successful installation of the PD² and PRWeb software programs with minimal disruptions to daily operations
- (b) Implementation of automation tools which have resulted in greater customer satisfaction and improved acquisition support to customers
- (c) Innovative steps taken resulting in:
 - Lead time reduction (from initiation when the customer identifies the need, to completion)
 - Use of new techniques or procedures, or
- (d) The first or one of the first FORSCOM DOCs to meet the SECDEF's mandate for paperless acquisitions prior to the required date (or something like that / might be a criteria for a different award)

Submission Procedure: A separate nomination package shall be submitted to the FORSCOM PARC office.

Number of Awards: One award per installation may be awarded.

POC: Steven C. Jaren, DSN 367-6276; e-mail steven.jaren@forscom.army.mil.

FORSCOM Contracting Awards Program

PARC Benchmark Award

Purpose: This award is presented for significant contributions to the FORSCOM benchmark program.

Approval level: Principal Assistant Responsible for Contracting (PARC), U.S. Army Forces Command.

Frequency: Annual. Quarterly dates for submission of benchmarks are established as 31 July, 31 October, 31 January and 30 April of each fiscal year. All benchmarks submitted will automatically be considered for the annual PARC Benchmark Award.

Criteria: Benchmark submissions must include the following:

- (a) Identify the idea, initiative, or current process.
- (b) Identify the place of origination (where or from whom the idea was obtained).
- (c) Explain how the idea was expanded and enhanced.
- (d) Describe benefits/values derived from these efforts.

Submission Procedure: A separate nomination package shall be submitted to the FORSCOM PARC office.

Number of Awards: One award per installation may be awarded.

POC: Ms. Patricia Boterweg, DSN 367-6207; e-mail boterweg@forscom.army.mil.

FORSCOM Contracting Awards Program

PARC Contractor Excellence Award

Purpose: This award recognizes a contractor who demonstrates outstanding customer service to a FORSCOM installation.

Approval Level: PARC, U.S. Army Forces Command.

Frequency: Annual. The date for submission of nominations will be established in a CIL each fiscal year.

Criteria : Nominations will be made by each installation.

The following criteria will be used for nominating a contractor:

(a) Excellence in consistency of customer service support provided throughout the year

(b) Recognition for a single significant event where outstanding support was provided. Examples include:

- Identification of roadblocks and providing ways to remove these roadblocks
- Demonstrating initiative in resolving customer service issues
- Providing quick response times to customer concerns
- Going above and beyond the call of duty in providing customer service support, or

(c) Developing innovative processes/techniques in providing customer service support.

Submission Procedure: A separate nomination package shall be submitted to the FORSCOM PARC office.

Number of Awards: One award per installation may be awarded.

POC: Steven C. Jaren, DSN 367-6276; e-mail steven.jaren@forscom.army.mil.

FORSCOM Contracting Awards Program

PARC Professional Procurement Analyst of the Year

Purpose: This award recognizes the FORSCOM PARC analyst (civilian or military) who demonstrates professionalism in supporting the FORSCOM acquisition community.

Approval Level: HCA, Commander, U.S. Army Forces Command.

Frequency: Annual. The date for submission of nominations will be established in a CIL each fiscal year.

Criteria: Nominations will be made by the Directors Of Contracting to the PARC.

The following criteria will be used for nominating an individual:

- (a) Excellence in consistency of support provided by an analyst throughout the year
- (b) Recognition for a single significant incident where support was provided.

Examples include:

- Identification of roadblocks and providing guidance in removing these roadblocks
- Demonstrating initiative to resolve contracting issues
- Providing quick response in unusual and compelling instances

(c) Developing innovative processes/techniques for acquisition initiatives, or

(d) Providing support towards contracting work force career development and contracting professionalism.

Submission Procedure: A separate nomination package shall be submitted to the FORSCOM PARC office.

Number of Awards: A single award may be awarded.

POC: Steven C. Jaren, DSN 367-6276; e-mail steven.jaren@forscom.army.mil.

FORSCOM Contracting Awards Program

FORSCOM Peer Award (presented throughout the year)

Purpose: This award is recognition of employees by employees. If an employee has gone "above and beyond" to provide service or give assistance, submit a nomination for the "FORSCOM Peer Award".

Approval level: Principal Assistant Responsible for Contracting (PARC), U.S. Army Forces Command.

Frequency: At any time during the year. Quarterly dates for submission of Peer Awards are established as 31 July, 30 October, 31 January and 30 April of each fiscal year.

Criteria: Include a justification and rationale, with the following:

- (a) Name of nominating individual, command, mailing address, e-mail address and telephone number.
- (b) Name of nominee, command, mailing address, e-mail address and telephone number.
- (c) Short statement of the reason for the nomination.

Submission Procedure: Nominations may be submitted by e-mail or memorandum at any time during the year. Note that NO ENDORSEMENT is required. The FORSCOM Peer Award may be presented to PARC staff or to any FORSCOM personnel at any time during the year.

Number of Awards: As applicable.

POC: Steven C. Jaren, DSN 367-6276; e-mail steven.jaren@forscom.army.mil.

FORSCOM Contracting Awards Program

PARC Achievement Award (presented throughout the year)

Purpose: The PARC Achievement Award is presented at the discretion of the Principal Assistant Responsible for Contracting (PARC) as immediate recognition of special achievement.

Approval level: Principal Assistant Responsible for Contracting (PARC), U.S. Army Forces Command.

Frequency: At any time during the year.

Criteria: Presented to any individual or team for special contributions to the contracting mission.

Submission Procedure: Nominations from individuals to the PARC may be made, either by e-mail or memorandum at any time during the year. Note that NO ENDORSEMENT is required.

Number of Awards: As applicable.

POC: Ms. Becky McCarthy, DSN 367-5581; e-mail mcccarthr@forscom.army.mil, or Steven C. Jaren, DSN 367-6276; e-mail steven.jaren@forscom.army.mil.

SAAL-PM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Request for Nominations for Fiscal Year 2000 Secretary of the
Army Awards for Excellence in Contracting

I would like to congratulate the winners of the Secretary of the Army Awards for Excellence in Contracting for Fiscal Year 1999 and request nominations for Fiscal Year 2000. This program recognizes our best contracting professionals in three different categories: individual, team/ organization awards for contracting excellence as well as professionalism in contracting.

The criteria and procedures for submitting nominations for the various awards are at enclosure 1. Nominations should be submitted with the Incentive Award Nomination and Approval (DA Form 1256) in accordance with enclosure 2. Nomination packages should be endorsed by the major command (MACOM) Principal Assistant Responsible for Contracting, Program Executive Officer, or other appropriate official. There is no limit on the number of nominations that may be submitted. However, when more than one nomination is submitted by a MACOM, the PARC will rank order the nominations in each category before submission to DA. I encourage you to recognize and award contracting professionals within your organizations. Your best award winners should be submitted for the Secretary of the Army Awards,

Nominations will be submitted on line at <http://acqnet.sarda.army.mil>. Click on the Professional Development icon then click on the Secretary of the Army Awards for Excellence icon. Questions concerning the online systems should be address to Ms. Diann Clark at (703) 604-7468. If the online system is inoperative, forward paper copy nominations through channels to the Office of the Assistant Secretary of the Army (Acquisition, Logistics, and Technology), ATTN: SAAL-PM, 5109 Leesburg Pike, Suite 302, Falls Church, Virginia 22041-3201, fax (703) 681-1121. All nomination packages must be received by the close of business on January 15, 2001.

The point of contact for this action is Steve Hamilton, DSN 761-1044 or (703) 681-1044, E-Mail: hamiltos@sarda.army.mil or Ms. Edna Taylor-Capers, DSN 761-1046 or (703) 681-1046, E-Mail: caperse@sarda.army.mil.

Edward G. Elgart
Acting Deputy Assistant Secretary of the Army
(Procurement)

Enclosure

DISTRIBUTION:

PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING

Headquarters, U.S. Army Materiel Command, ATTN: AMCRDA-AC
(PARC), 5001 Eisenhower Avenue, Alexandria, VA 22333-0001

U.S. Army Aviation and Missile Command, ATTN: AMSAM-AC,
Building 4488, Redstone Arsenal, AL 35898-5000

U.S. Army Materiel Command Acquisition Center, ATTN: AMSSB-AC,
4118 Susquehanna Avenue, Aberdeen Proving Ground, MD
21005-5002

U.S. Army Communications-Electronics Command, ATTN: AMSEL-AC,
Building 1208E, Fort Monmouth, NJ 07703-5000

U.S. Army Industrial Operations Command, ATTN: AMSIO-AC, Building
350, 5th Floor, North Wing, Rock Island, IL 61299-6000

U.S. Army Tank-Automotive and Armaments Command, ATTN:
AMSTA-AQ, Building 231, Warren, MI 48397-5000

Defense Supply Service - Washington, 5200 Army Pentagon,
Washington, DC 20310-5200

Headquarters Forces Command, ATTN: AFLG-PR, 1777 Hardee
Avenue, S.W., Fort McPherson, GA 30330-1062

Third United States Army/U.S. Army Forces Central Command, 1301
Anderson Way, S.W., Fort McPherson, GA 30330-1064

U.S. Army Medical Command, ATTN: MCAA, 2107 17th Street, Suite 69,
Fort Sam Houston, TX 78234-5069

U.S. Army Intelligence & Security Command, ATTN: IAPC, 8825 Beulah
Street, Fort Belvoir, VA 22060-5246

-3-

U.S. Army Medical Research and Materiel Command, ATTN:
MCMR-AAZ-A, 820 Chandler Street, Fort Detrick, MD 21702-5014

Command, Control and Communications Systems, ATTN: SFAE-C3S-
PMO, Fort Monmouth, NJ 07703-5401
Field Artillery Systems, ATTN: SFAE-FAS, Picatinny Arsenal, NJ
07806-5000
Standard Army Management Information Systems, ATTN: SFAE-PS,
9350 Hall Road, Suite 142, Fort Belvoir, VA 22060-5895
Tactical Missiles, ATTN: SFAE-MSL, Redstone Arsenal, AL 35898-8000
Tactical Wheeled Vehicles, ATTN: SFAE-TWV, Warren, MI 48397-5000
Air and Missile Defense, ATTN: SFAE-AMD-DP-A, P.O. Box 1500, (Bill
Smart), Huntsville, AL 35807-3801
Intelligence and Electronic Warfare, ATTN: SFAE-IEW, Fort Monmouth,
NJ 07703-5000
Joint Cruise Missiles Project and Unmanned Aerial Vehicles, 47123
Buse Road, Patuxent River, MD 20670-1547
Combat Support Systems, ATTN: AF-PEO-CB, 1090 Air Force Pentagon,
Washington, DC 20330-1090

THE SECRETARY OF THE ARMY CONTRACTING AWARDS PROGRAM

1. The Secretary of the Army announces establishment of an annual award program for Excellence in Contracting. All Major Commands (MACOMs); Major Subordinate Commands (MSCs); Program Executive Offices (PEOs); Field Operating Agencies (FOAs); and, Headquarters, Department of the Army, shall ensure all organizations have the opportunity to nominate eligible individuals and units or teams and forward nominations for competition at Army level. Awards will be presented annually for outstanding achievements during the

previous fiscal year, normally in conjunction with the annual Army Principal Assistant Responsible for Contracting (PARC) conference.

2. The Deputy Assistant Secretary of the Army (Procurement) is responsible for the administration of this program, convenes a selection board, and makes final recommendations through the Assistant Secretary of the Army (Acquisition, Logistics, and Technology) to the Secretary of the Army for approval. The Director, Contracting Career Program has primary responsibility for providing administrative support and management of the program. An evaluation panel, consisting of at least three members of the Executive Board of the Deputy Assistant Secretary of the Army (Procurement), will make recommendations as to the final selections. The Assistant Secretary of the Army (ALT) may withhold an award due to lack of competition or when nominees' achievements are not commensurate with the minimum standards for Army recognition. The award winners' organization(s) will provide funding for transportation and accommodations when the awards are presented. Each award and its criteria are described below.

3. Unit/Team Awards: There are three categories of unit awards: installation contracting, systems contracting, and specialized contracting. Criteria for all three include: (1) outstanding mission accomplishment through demonstrated customer support, (2) contracting efficiency by reducing contracting costs, (3) human resource management including certification of workforce, training of personnel (Defense Acquisition University training, management/executive training), and recognition programs; and, (4) contracting innovation and process improvement including implementation of Acquisition Reform and streamlining and reducing cycle times and non-value added processes.

a. Installation-Level Contracting Units: Two categories of awards will be presented. The first is for the outstanding installation-level Contracting Center and the second is for the outstanding installation-level Contracting Satellite.

b. Systems Contracting Unit: This category applies to contracting organizations or teams that support systems acquisition. This may include organizations that support program and project managers in the Program Executive Offices or in the Major Subordinate Commands of Army Materiel Command, Army Space and Missile Defense Command, and Army Medical Research and Materiel Command, including contracting organizations that primarily buy items which are Acquisition Category (ACAT) III and IV and have been transitioned to management by weapon systems managers at commodity commands.

c. Specialized Contracting Unit: This category applies to a buying office or team with a primary mission to provide unique support in other than installation-level or systems contracting, it can include contracting in support of Science and Technology (S&T) programs, a command-wide or Army-wide support function such as health or transportation services, or has a mission to buy non-standard supplies and services. This category also includes contracting for construction performed by the Army Corps of Engineers.

4. Outstanding Contracting Officer(s): A total of ten awards may be presented. In this category there would be an outstanding contracting officer award presented at each of the

three unit levels and four categories (installation-level would include both centers and satellites). An award would be presented to the outstanding civilian and military contracting officer in each category. In each category, the individual's specific duty achievement during the fiscal year would be considered. Criteria for the awards would be timeliness and quality of customer support, procurement integrity, innovation and entrepreneurship, and self-development. There would also be two awards for the outstanding contingency contracting officer (military and civilian respectively) from major command nominees. This award will apply to contracting officers assigned to deployable contracting positions or who have deployed in support of an operation as defined in Title 10 U.S.C. during the qualifying period (fiscal year). Criteria for these awards will be timeliness and quality of customer support, innovation and initiative, integration of contracting into the logistics requirement process, and self-development. NOTE: Individuals are ineligible if they have not been certified at the level of their current position.

5. Secretary of the Army Professionalism in Contracting Award: Two awards would be presented: one to civilian personnel and the other to military personnel. Criteria for the award would include specific duty achievements during the most recent fiscal year which supported mission accomplishment; innovative solutions to contracting challenges; professional qualities over the individual's career; contributions to the

professionalism of others in the career field over the course of the individual's career and, actions taken to improve the state of the contracting profession.

6. Nomination Procedures: The Deputy Assistant Secretary of the Army (Procurement) shall annually request nominations. Nominations shall be submitted through the chain of command with appropriate PARC endorsements to reach the Director, Contracting Career Program by the date requested. Nominations shall follow the format of Enclosure 1

7. Announcement of Award: The Deputy Assistant Secretary of the Army (Procurement) shall announce the award winners and invite them to the annual PARC Conference. Awards shall be presented in an appropriate forum at the PARC Conference. Winners will be announced on DASA(P) Homepage and in the RDA Magazine.

NOMINATION PROCEDURES

1. Nominations will be forwarded through channels to the Office of the Assistant Secretary of the Army (Acquisition, Logistics, and Technology). ATTN: SAAL-PM 5109 Leesburg Pike, Suite 302, Falls Church, Virginia 22041-3201. Nominations should be submitted with the Incentive Award Nomination and Approval (DA Form 1256). Nomination packages should be endorsed by the MACOM, PARC, PEO, or other appropriate official. There is no limit on the number of nominations that may be submitted. However, when more than one nomination is submitted by a MACOM, the PARC will rank order the nominees in each category.

Supporting documentation shall include the type of award: unit award or individual; award and category (installation level contracting, etc.). Unit awards should identify the Director of

Contracting (or organizational chief) by name and grade. A narrative of accomplishments is also required in which the nominee demonstrates contracting excellence in exceeding the criteria. This narrative should be limited to a maximum of three pages.

Individual nominations should also include copies of their certification in contracting and a short biography. This may take form of the Officer Record Brief and Civilian Qualification Record (DA Form 2302-R) A sample nomination document is attached.

3. Each nomination should also include a proposed citation to accompany the award.

Nomination Format

Secretary of the Army Award for Excellence in Contracting

1. AWARD TYPE: Unit or Team

2. AWARD CATEGORY: (Identify category, i.e., installation, systems or specialized NOTE: For installation-level contracting, identify whether the award is for a Contracting Center or Contracting Satellite.)

3. PERIOD: (Time covered by nomination; normally the Fiscal Year.)

4. CRITERIA:

OUTSTANDING MISSION ACCOMPLISHMENT THROUGH DEMONSTRATED
CUSTOMER SUPPORT: **(Narrative)**

CONTRACTING EFFICIENCY/REDUCING CONTRACTING COSTS: **(Narrative)**

HUMAN RESOURCE MANAGEMENT: **(Narrative)**

CONTRACTING INNOVATION/PROCESS IMPROVEMENT: (Narrative and applicable
Acquisition Reform metrics.)

5. NAME OF DIRECTOR OF CONTRACTING (ORGANIZATIONAL CHIEF):

6. NOMINATING OFFICIAL:

7. PROPOSED CITATION:

Enclosure 1

Nomination Form

Secretary of the Army Award for Excellence in Contracting

1. AWARD TYPE: Individual

2. AWARD CATEGORY:

a. Outstanding Contracting Officer for (Unit Level/Category, e.g. Installation-Level Contracting Center) and (Civilian or Military).

b. Professionalism in Contracting (Civilian or Military).

3. NAME AND GRADE:

4. TITLE:

5. ORGANIZATION:

6. ASSIGNMENT DATE:

7. PERIOD: (Time covered by nomination.)

8. ASSIGNED RESPONSIBILITY:

CRITERIA:

a. Contracting Officer. (NOTE: Criteria for Contingency Contracting Officer award differs slightly.)

TIMELINESS AND QUALITY OF CUSTOMER SUPPORT: **(Narrative)**

PROCUREMENT INTEGRITY: **(Narrative)**

INNOVATION AND ENTREPRENEURSHIP: (Narrative)

SELF-DEVELOPMENT: **(Narrative)**

b. Professionalism in Contracting Award.

SPECIFIC ACHIEVEMENTS SUPPORTING THE MISSION: **(Narrative)**

INNOVATIVE SOLUTIONS:
(Narrative)

INDIVIDUAL CAREER PROFESSIONAL QUALITIES: (Narrative)

CONTRIBUTIONS TO CAREER FIELD PROFESSIONALISM: (Narrative)

CONTRIBUTIONS TO THE CONTRACTING PROFESSION: (Narrative)

10. NOMINATING OFFICIAL:

11. PROPOSED CITATION:

1	Unit/Team Award For Installation-Level Contracting Center.
2	Unit/Team Award For Installation-Level Contracting Satellite
3	Unit/Team Award For Systems Contracting
4	Unit/Team Award For Specialized Contracting
5	Outstanding Contracting Officer (Civilian) At Installation-Level Center
6	Outstanding Contracting Officer (Military) At Installation-Level Center
7	Outstanding Contracting Officer (Civilian) At Installation-Level Satellite
8	Outstanding Contracting Officer (Military) At Installation-Level Satellite
9	Outstanding Contracting Officer (Civilian) In Systems Contracting
10	Outstanding Contracting Officer (Military)) In Systems Contracting
11	Outstanding Contracting Officer (Civilian) In Specialized Contracting
12	Outstanding Contracting Officer (Military) In Specialized Contracting
13	Outstanding Contingency Contracting Officer (Military)
14	Outstanding Contingency Contracting Officer (Civilian).
15	Secretary Of The Army Professionalism In Contracting Award (Military)
16	Secretary Of The Army Professionalism In Contracting Award (Civilian)

Enclosure 2

Other Acquisition Award Examples
(Source: www.deskbook.osd.mil)

Title: Defense Acquisition Executive (DAE) Certificate of Achievement

Defense Acquisition Executive (DAE) Certificate of Achievement

Purpose: To enable the Defense Acquisition Executive (DAE) to personally recognize individuals and teams who made exceptional contributions to improving life cycle costs and/or the Department's acquisition systems and programs.

Description of Award: Certificates signed by DAE

Eligibility: DOD acquisition personnel -- military and civilian employees, either as individuals, groups or teams (e.g., Integrated Product Teams, Process Action Teams)

Criteria: Outstanding contributions such as ideas, methods or processes representative of innovative acquisition management techniques and/or life cycle cost reduction. They should promote acquisition reform goals and help achieve best value for the government. Recommendations should be based on factors that establish the work as being exceptional to the normal methods or practices.

Nominating Procedures: On Nov 1st, the Special Assistant to USD (A&T) issues the annual call for nominations with a due date of Feb 1st. Follow the guidance provided by the appropriate Department. Services and DLA may nominate up to five teams, and other Components and OUSD(A&T) principals may nominate two teams. Services submit nomination packages through the appropriate CAE. All others submit nomination packages to the Acquisition Recognition Board, Attn: Special Assistant to USD(A&T); 3150 Defense Pentagon, Room 3D1020; Washington, DC 20301-3150 as described in USD(A&T) Policy Memo, Recognition & Awards for Acquisition Personnel, Nov 97, Tab 2.

Navy: Submit nominations to Acquisition Reform Office (703-602-5506) for review. ARO will then submit nominations to OSD database.

AF:

Army:

References: USD(A&T) Policy Memo, Recognition & Awards for Acquisition Personnel, Nov 97, Tab 2 (www.acq.osd.mil/ar/policy); emissary.acq.osd.mil

Other Acquisition Award Examples
(Source: www.deskbook.osd.mil)

Title: The David Packard Excellence in Acquisition Award

The David Packard Excellence in Acquisition Award

Purpose: To recognize DoD civilian and/or military organizations, groups and teams who have demonstrated exemplary innovation and best acquisition practices reflecting goals and objectives furthering life cycle cost reduction and/or acquisition excellence in OSD.

Description of Award: Framed certificate to organizations and certificates to individuals. Pentagon display of annual award winners.

Eligibility: DoD civilian and/or military organizations, groups and teams

Criteria: Primary judging criteria include: 1) Reducing life cycle cost (e.g., achieving best value for government, balancing risk of fraud, waste or abuse against cost of preventive measures); 2) Making the acquisition system more efficient, responsive, and timely (e.g., managing risk vs avoiding it, meeting warfighter needs faster, better, cheaper); 3) Integrating defense with commercial base and practices; 4) Promoting continuous improvement of acquisition process (e.g., simplifying process, training workers, providing incentives); 5) Accomplishing specific goals of Acquisition Reform Initiatives.

Nominating Procedures: On Nov 1st, the Special Assistant to USD (A&T) issues annual call for nominations with due date of Feb 1st.

Nominations must specify applicable criteria and provide quantifiable metrics (e.g., savings and outcome measures) whenever possible. Nominations must also specify an appropriate award category (e.g., Program Management; Communications-Computer Systems; Contracting; Purchasing, Industrial Property Management, Systems Planning, Research, Development and Engineering; Test and Evaluation; Manufacturing, Production, and Quality Assurance; Acquisition Logistics; Business, Cost Estimating, and Financial Management; Auditing).

Services and DLA may nominate up to five teams, and other Components and OUSD(A&T) principals may nominate two teams. Services submit nomination packages through the appropriate CAE. All others submit nomination packages to the Acquisition Recognition Board, Attn: Special Assistant to USD(A&T); 3150 Defense Pentagon, Room 3D1020; Washington, DC 20301-3150, as explained in USD(A&T) Policy Memo, Recognition & Awards for Acquisition Personnel, Nov 97, Tab 3.

Army:

References: USD(A&T) Policy Memo, Recognition & Awards for Acquisition Personnel, Nov 97, Tab 3 (www.acq.osd.mil/ar/policy); emissary.acq.osd.mil

Other Acquisition Award Examples
(Source: www.deskbook.osd.mil)

Title: Defense Certificate of Recognition for Acquisition Innovation

Defense Certificate of Recognition for Acquisition Innovation

Purpose: To allow CAEs (or designees) and OUSD(A&T) principals to recognize outstanding, innovative acquisition practices which contribute to improving the acquisition and logistics support systems. Designed to enhance recognition activities, eliminate the usual administrative burden associated with justifying awards, and result in more timely recognition of the contributions of civilian and military acquisition personnel.

Description of Award: Certificate signed by CAE or designee or USD(A&T) principal and, where possible, awarded at the flag/General Officer or SES level in the recipients' command or activity.

Eligibility: All DoD acquisition personnel, both military and civilian, who have made significant contributions, individually or as part of a group, to promote improved acquisition processes in DOD

Criteria: Significant contributions include ideas and innovations accepted by acquisition management within the components or USD(A&T). These outstanding innovative ideas, methods, or processes should reduce life cycle costs or added value to the acquisition system while also promoting acquisition reform goals of benefit to the DOD acquisition system. The Certificate of Recognition will be granted for contributions made or completed within the preceding 12 months.

Nominating Procedures: CAEs and USD (A&T) are responsible for establishing procedures. Completion of nomination and award process should take no more than 30 days. For Navy, submit nominations through the Acquisition Reform Office Awards database (www.acq-ref.navy.mil)

References: USD(A&T) Policy Memo, Recognition & Awards for Acquisition Personnel, Nov 97; Tab 1

Other Acquisition Award Examples
(Source: www.deskbook.osd.mil)

Title: Federal Managers Association (FMA) Manager of the Year

Federal Managers Association (FMA) Manager of the Year

Purpose: Recognize outstanding manager or supervisor in Federal government who is also a FMA member

Description of Award: Certificate of Recognition for all nominees; individual plaque for winner; winner's name, chapter, zone displayed on perpetual plaque at National Office

Eligibility: FMA membership required

Criteria: Accomplishments/contributions in local community (20%); workplace (40%) and FMA (40%)

Nominating Procedures: Submit supporting documentation (no more than 2 pages with at least 1 inch margins, using Microsoft Word, 11 point print and Arial font) to FMA National Office (through appropriate Zone President). A panel of non-FMA members will select winner which will be announced during FMA mid-year conference. Nominations are due in June.

References: www.fedmanagers.org/manager_of_the_year.htm; FMA; 1641 Prince St; Alexandria, VA 22314-2815; 703-683-8700

Other Acquisition Award Examples
(Source: www.deskbook.osd.mil)

Title: Government Technology Leadership Awards

Government Technology Leadership Awards

Purpose: Sponsored by Government Executive Magazine, these annual awards recognize meritorious projects (and the teams responsible for them) and encourage innovation

Description of Award: Specifics not known at this time; however, winners are honored at special reception in Washington DC

Eligibility: Any government information technology project

Criteria: Projects (large and small) that have directly aided the missions of their organizations by boosting efficiency and effectiveness, lowering costs, and/or improving service to the public through original uses of technology.

Nominating Procedure: Submit nomination form (www.govexec.com/tech/award) electronically, by mail, or by fax to addresses to Government Executive Magazine; 1501 M St NW; Washington, DC 20005, fax 202-739-8460, or www.govexec.com/tech/award. Nominations are usually due in June.

References: www.govexec.com/tech/award;
www2.brtc.com/AMC/NEW/AWARDS/htm

Other Acquisition Award Examples
(Source: www.deskbook.osd.mil)

Title: Hammer Awards

Hammer Awards

Purpose: To recognize teams who have "reinvented" government

Description of Award: Hammer plaque with card signed by the US Vice President for the team. Individual team members receive hammer lapel pin and certificate from Vice President.

Eligibility: Teams (not individuals) from federal component

Criteria: Real accomplishments (a plan does not qualify) and innovative reinvention in at least one of the following areas: putting customers first; empowering employees; cutting red tape; cutting back to basics; or achieving results Americans care. Nominations are strengthened if bottom line savings or cost avoidance or strong partnership among agencies.

Nominating Procedures: Nominations must be in plain language. NPR accepts nominations continuously and reviews submissions quarterly (closing end of Jan, Apr, Jul, and Oct). Nomination forms can be downloaded from <http://www.npr.gov/library/awards/hammer/rvnomfrm.html>.

References: www.npr.gov/library/awards/hammer/criteria.html;
<http://hqda.army.mil/leadingchange/hotitems.htm>

Other Acquisition Award Examples
(Source: www.deskbook.osd.mil)

Title: Innovations in American Government

Innovations in American Government

Purpose: Sponsored by Ford Foundation and JFK School of Government (Harvard), the program seeks to highlight government programs that: tap the creativity of frontline employees (via changes in work design and supervision); reshape organizational culture in profound ways to improve public performance; implement significant policy innovation; exemplify multi-agency, intergovernmental or public/private collaboration; and demonstrate effectiveness in performance-based management.

Description of Award: Twenty \$20,000 Ford Foundation grants to finalists; ten \$100,000 award winners

Eligibility: Program must involve a fresh approach to problem of significant concern to American people. It also must be a government administered/funded program in operation for at least one year and achieving its stated goals.

Criteria: Program will be evaluated on novelty (demonstrates a leap of creativity); effectiveness (substantial progress toward intended aims); significance (successfully addresses an important problem of public concern); and transferability (promise of inspiring successful replication by other governmental units).

Nominating Procedures: Applications (available at <http://ksgwww.harvard.edu/innovat/c&c.htm>) are published in early fall and due in January (either mailed or electronically submitted). In Spring, 100 applicants are selected as semifinalists and asked to submit a supplementary application, signed by Agency CEO (SecDef). At this point, OSD Quality Management Office (703-588-8150 voice mail) works with DOD semifinalists (usually 1 to 3 annually). In late Spring, 20 finalists are selected with the final 10 winners announced in Fall.

References: OPM Honorary Awards List; www.npr.gov; web5.whs.osd.mil/awardsa.htm; www.harvard.edu/innovat/OSD/QM dodquality@osd.pentagon.mil

Other Acquisition Award Examples
(Source: www.deskbook.osd.mil)

Title: Herbert Roback Memorial Award

Herbert Roback Memorial Award

Purpose: Presented annually by the National Contract Management Association (NCMA) (www.ncmahq.org) to a nationally renowned and distinguished American who has made a significant contribution to the betterment of public contract management through lifelong achievement in the public or private sector.

Description of Award: Plaque, citation, and "Roback seal" emblem presented at the annual NCMA National East Coast Education Conference.

Eligibility: Anybody currently not a member of the NCMA National Executive Committee; NCMA membership not a requirement.

Nominating Procedures: Each February, NCMA will solicit nominations from government and industrial organizations. Applications are due May 1st at the NCMA office (no later than Apr 15 postmark to ensure consideration). The nomination should include a short biography, description of the nominee's contribution to public contract management, and a proposed citation to be included on the plaque. A Selection Committee reviews applications with the selectee being notified by August 1st

References: USD(A&T) Memo, Recognizing & Rewarding Acquisition Personnel, Nov 97; SARD-ZAC Memo, Acquisition Awards, May 98; NCMA (www.ncmahq.org), 1912 Woodford Rd, Vienna VA 22182 (1-800-344-8096)

Other Acquisition Award Examples
(Source: www.deskbook.osd.mil)

Title: National Contract Management Association Blanche Witte Memorial Award

**National Contract Management Association Blanche
Witte Memorial Award**

Purpose: Given annually by National Contract Management Association (NCMA) (www.ncmahq.org) to recognize individuals from the public or private sector working in the field of procurement and contract management, who have uniquely performed one or more exemplary achievements.

Description of Award: Engraved plaques for first, second, and third place awards and honorable mentions, if appropriate. A financial award is also given to the first, second, and third place winners in an amount determined annually by NCMA. Presentations are made at the annual Spring National Education Conference.

Eligibility: Military or civilian employees with primary consideration to those in pay grade O-4 or GS-13 and below.

Criteria: Potential recipients selected for any of the following reasons:

- 1) Performed work in a uniquely exemplary manner, but no provision is available to be recognized for a one-time award;
- 2) Contract manager or administrator who performed a single task in a unique and exemplary task and the task is of such character to warrant special recognition;
- 3) Facilitated successful and satisfactory contract performance under difficult circumstances by skillful use of available resources;
- 4) Efforts contributed to the profession such as developing a course of study or writing a book.

Nominating Procedures: Annual call for nominations made in September. Nominations must include supervisor's recommendation and sent to NCMA by late November. Three member panel reviews nominations, applies criteria, and NCMA National President makes final selection by mid December.

References: USD(A&T) Memo, Policy on Recognizing & Rewarding Acquisition Personnel, Nov 97; NCMA (www.ncmahq.org), 1912 Woodford Rd; Vienna, VA 22182 (1-800-344-8096)

Other Acquisition Award Examples
(Source: www.deskbook.osd.mil)

Title: Hammer Awards

Hammer Awards

Purpose: To recognize teams who have "reinvented" government

Description of Award: Hammer plaque with card signed by the US Vice President for the team. Individual team members receive hammer lapel pin and certificate from Vice President.

Eligibility: Teams (not individuals) from federal component

Criteria: Real accomplishments (a plan does not qualify) and innovative reinvention in at least one of the following areas: putting customers first; empowering employees; cutting red tape; cutting back to basics; or achieving results Americans care. Nominations are strengthened if bottom line savings or cost avoidance or strong partnership among agencies.

Nominating Procedures: Nominations must be in plain language. NPR accepts nominations continuously and reviews submissions quarterly (closing end of Jan, Apr, Jul, and Oct). Nomination forms can be downloaded from <http://www.npr.gov/library/awards/hammer/rvnomfrm.html>.

References: www.npr.gov/library/awards/hammer/criteria.html;
<http://hqda.army.mil/leadingchange/hotitems.htm>

Other Acquisition Award Examples
(Source: www.deskbook.osd.mil)

Title: Secretary of the Army Acquisition Command

Secretary of the Army Acquisition Command

Purpose: To recognize outstanding contributions and achievements

Description of Award: Unknown at this time

Eligibility: Acquisition commanders in positions on Command Designated Position List

Criteria: Contributions made or completed during the previous fiscal year (ending September 30) will be evaluated in the following areas: resource management (financial and manpower); acquisition streamlining and innovations; complexity of assignment (e.g., joint programs, level of coordination/interaction, technology integration, reducing cost drivers/cycle time, types of contracts/programs, diversity of products/mission).

Nominating Procedures: SARD-ZAC will issue call for nominations annually. Organizations may submit one PM in each category. Forward nominations (not to exceed two single spaced typed pages) through command channels to Acquisition Career Management Office, Attn: SARD-ZAC, 2511 Jefferson Davis Highway, Arlington VA 22201-3911, fax 703-604-6871

References: SARD-ZAC Memo, Nominations for FY 1998...Awards, 14 Apr 99; SARD-ZAC Memo, Army Acquisition Awards, May 98; POC: Krystal Morton (703-604-7024 or DSN 664-7024)